

## PRLS CORPORATION LICENSE APPLICATION

RE 272 (Rev. 01/14)

➤ **Read page 3 before completing this application.** ➤ **Type or print clearly in ink.**

### PRLS CORPORATION INFORMATION

1. CORPORATION NAME (ENTER AS SHOWN ON CERTIFICATE OF STATUS.)

2. FICTITIOUS BUSINESS NAME – IF ANY (ATTACH CERTIFIED COPY OF FICTITIOUS BUSINESS NAME STATEMENT.)

3. CORPORATION'S MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

4A. CORPORATION'S MAIN OFFICE ADDRESS — STREET ADDRESS

CITY

STATE

ZIP CODE

4B. NAME OF DESIGNATED AGENT FOR THIS LOCATION

☐ RE 256 ON FILE  
☐ RE 256 ATTACHED

ID# — BRE USE ONLY

5A. IS THIS CORPORATION NOW OR HAS IT BEEN LICENSED TO PERFORM REAL ESTATE ACTIVITIES IN CALIFORNIA?

☐ NO ☐ YES IF YES, COMPLETE 5B–5D.

5B. IDENTIFICATION NUMBER

5C. NAME OF REAL ESTATE CORPORATION

5D. EFFECTIVE DATE

### PRLS OFFICER INFORMATION

6. NAME OF DESIGNATED OFFICER (CORPORATION OFFICER TO REPRESENT CORPORATION)

7. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

8. DO YOU RESIDE IN CALIFORNIA?

☐ NO ☐ YES IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH BRE.

9. RESIDENCE TELEPHONE NUMBER

10. BUSINESS TELEPHONE NUMBER

11. SOCIAL SECURITY NUMBER

12. BIRTH DATE

13A. WHAT IS YOUR STATUS WITH THE CORPORATION? (CHECK ONE)

☐ OFFICER ☐ DIRECTOR ☐ SHAREHOLDER

13B. IF SHAREHOLDER, WHAT % OF SHARES ARE OWNED?

14. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN, AKA, ETC.)?

☐ NO ☐ YES IF YES, LIST THEM.

15A. DO YOU HOLD OR HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN CALIFORNIA?

☐ NO ☐ YES IF YES, COMPLETE 15B–15D.

15B. ID#

15C. EFFECTIVE DATE

15D. EXPIRATION DATE

16. LIST THE NAMES AND TITLES OF ALL OFFICERS, DIRECTORS OR SHAREHOLDERS OWNING 25% OR MORE OF THE CORPORATE STOCK.

#### CALBRE USE ONLY

BOND APPROVAL

BOND NUMBER

IDENTIFICATION NUMBER

CONTRACT APPROVED

EFFECTIVE DATE

EXPIRATION DATE

DATE MAILED

COPY TO PRLS CONTRACT REVIEWER

PROCESSOR'S #

COMMENTS

## BACKGROUND INFORMATION

Carefully read and provide detailed and accurate answers to questions 18-25 below. You must provide a "yes" or "no" response to all questions. Attach additional sheets if you need more space. Each additional sheet must be sign by applicant. Failure to disclose pertinent information may result in denial of your license application and/or delays.

17. HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF THE LAW? ALL STATE AND FEDERAL MISDEMEANOR AND FELONY CONVICTIONS, AND ALL MILITARY AND FOREIGN CONVICTIONS, MUST BE DISCLOSED. **CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 OR A SIMILAR STATUTE MUST STILL BE DISCLOSED. IF YES, COMPLETE ITEM 24** ..... ☐ YES ☐ NO
18. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME? **IF YES, COMPLETE ITEM 24**..... ☐ YES ☐ NO
19. HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), CERTIFICATE OR PERMIT, IN CALIFORNIA, OR ANY OTHER STATE OR FEDERAL LAW? **IF YES, COMPLETE ITEM 25**.. ☐ YES ☐ NO
20. ARE THERE ANY DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS, PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, OR PERMIT YOU HOLD AT THIS TIME? **IF YES, COMPLETE ITEM 25**..... ☐ YES ☐ NO
21. HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? **IF YES, COMPLETE ITEM 24**..... ☐ YES ☐ NO
22. HAVE YOU EVER BEEN ORDERED TO CEASE, DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT, BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEM 25**..... ☐ YES ☐ NO
23. HAVE YOU EVER PLED GUILTY TO OR ENTERED A PLEA OF NOLO CONTENDERE OR A NO CONTEST PLEA TO ANY VIOLATION OF LAW IN A STATE, MILITARY, OR FEDERAL COURT? **IF YES, COMPLETE ITEM 24**..... ☐ YES ☐ NO

## CONVICTION DETAILS

"Convicted" as used in Item 17 includes a verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (i.e., "no contest"), or a forfeiture of bail in the courts (including military courts) of any state, commonwealth, possession or country. All convictions must be disclosed, no matter how long ago they occurred, even if the plea or verdict was set aside, the conviction dismissed or expunged, or you have been pardoned. Convictions occurring while you were a minor (under 18 years of age) must be disclosed unless the record of the conviction has been sealed under Section 1203.45 of the California Penal Code or Section 781 of the California Welfare and Institutions Code.

### 24. DETAILED EXPLANATION OF ITEM 17, 18, 21 AND/OR 23. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 26.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

\*CODE SECTION VIOLATED (i.e., 1014, 484, ETC.)      \*\*CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.)      \*\*\*DISPOSITION (i.e., PROBATION, PAROLE, FINE, LENGTH OF TERM)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVIC- TION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
<b>Example:</b> Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
24A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
24B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
24C.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

### 25. DETAILED EXPLANATION OF ITEM 19, 20, AND/OR 22. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 26.

25A. TYPE OF LICENSE	25B. LICENSE ID NO.	25C. LICENSE EXPIRATION DATE	25D. STATE
25E. ACTION (revoked, etc.)	25F. DATE OF ACTION	25G. DATE ACTION TERMINATED	25H. CODE SECTION VIOLATED

26. **ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO.** (ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED. EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.)

## APPLICANT CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing answers and statements given in this application are true and correct, that at the time of license issuance I will be 18 years of age or older, that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a Prepaid Rental Listing Service licensee. I understand that the Bureau of Real Estate cannot refund or transfer the fees submitted with this application if I fail to qualify for the license for any reason or withdraw this application. I understand that it is my obligation to notify the Bureau within 30 days in writing or by filing form RE 238 of any conviction, indictment or information charging a felony, or disciplinary action taken by another licensing entity or authority of this state or an agency of the federal government that occur subsequent to my filing this application pursuant to Business and Professions Code Section 10186.2.

27. SIGNATURE OF APPLICANT

28. DATE

**READ AND RETAIN FOR FUTURE REFERENCE****General Information**

- Complete all information requested on pages 1 and 2.
- Type or print clearly in ink. *Penciled applications will be returned.*
- Refer to RE 254 for licensing information/requirements, and bond and/or rider information.
- Effective August 1, 1998, all applicants for a prepaid rental listing service license, must submit proof that they have legal presence in the United States. The proof of legal presence document (i.e., birth certificate, resident alien card, etc.) must be submitted with a State Public Benefits Statement (RE 205) before a license will be issued. Please refer to that form for further instructions.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically recreate this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

**Who must complete this application?**

**Licensed Officer**—The individual who prepares and signs this application will automatically be the *licensed designated officer* of the corporation.

Only the “licensed” officer is authorized to sign PRLS licensing documents on behalf of the corporation.

**Unlicensed Officers/Directors/Shareholders** — All Officers/Directors/Shareholders owning 25% or more of the corporate stock must complete and submit an Unlicensed Officer Questionnaire (PRLS) RE 273.

**Completion Information**

- Enter the name of the corporation, exactly as shown on the Certificate of Status.
- Enter your true legal name.
- **All questions must be answered and fully explained.** Insufficient or no explanations will result in a significant delay in processing this application.

**Fingerprint Requirement**

One set of classifiable electronic fingerprints is required from every license applicant. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program which involves the electronic taking and transmission of fingerprints to DOJ.

**Completion & Submission of Live Scan Service Request (RE 237)**

Complete the Live Scan Service Request according to instructions on the form. The electronic fingerprint service provider will complete the last part of the form.

After you have your fingerprints taken by the live scan service provider, a completed copy of RE 237 must be submitted with your completed original

license application and the appropriate license fee.

**Fees**

Original license applicants who reside in California will pay a \$49 fingerprint processing fee directly to the live scan fingerprint service provider. A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

**Fingerprint Services (Contact the facility for fees and hours)**

A list of local law enforcement agencies that provide electronic fingerprint services can be obtained by checking the Web site of the California Department of Justice at <http://ag.ca.gov/fingerprints/publications/contact.php>. Please note that the hours of operation for each provider may vary and it is recommended that you contact the provider ahead of time to determine if an appointment is necessary.

**Out-of-State Applicants**

Applicants who reside outside California must submit two sets of fingerprints in ink using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). Two cards will be provided to out-of-state license applicants with the original license application. The \$49 fingerprint processing fee should be submitted with the completed fingerprint cards, original license application, and license fee.

**License Application Fees**

Refer to form RE 254 PRLS License Information for information on fees.

**Mailing Information**

Submit the following documents before the license expiration date:

- ♦ PRLS license application
- ♦ License application fee
- ♦ If appropriate, submit rider to bond, Additional Location Application (RE 274)

**Make check or money order payable to:**

Bureau of Real Estate

**Mail to:** Bureau of Real Estate  
P.O. Box 137000  
Sacramento, CA 95813-7000

**PRIVACY INFORMATION:**

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Managing Deputy Comm. IV  
1651 Exposition Blvd. Licensing, Examinations, & Education  
Sacramento, CA 95815 Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Bureau of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number

to establish identification exclusively for tax purposes. These code sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Bureau of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Bureau to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Bureau with specific information. If all or

any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Bureau's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).